

FILING A PETITION FOR NAME CHANGE

(Code of Iowa Chapter 674)

You *must* file a petition for this action in the county where you currently reside.

- A certified copy of the applicant's birth certificate must be electronically filed as an attachment to the petition at the time of e-filing with the Clerk. If the certified certificate is not available, the reason for the unavailability shall be stated on the petition and another form of identification shall be attached in lieu of the certificate (immigration and naturalization documents may be provided).
- The filer is responsible for redacting any confidential information on the electronically submitted documents (i.e. birth certificate). The system will allow you to file a document type of "REDACTION" with the redacted copy of the certificate.
- The cost to file this action is **\$185**.
- Any married person filing for a name change must give legal notice to the spouse, in the manner of an original notice, of the filing of the petition. You must file evidence of legal notice or written consent from the spouse. Your spouse's signature must be notarized if your spouse does not come to court with you.
- If the petition involves the name change of a minor under the age of 14, both parents stated on the birth certificate are required to file written consent to the name change. If the petition is filed on behalf of a minor 14 years or older, the child's written consent is required.
- In the event that one of the parents does not consent to the name change a hearing shall be set on the petition on twenty days' notice to the nonconsenting parent pursuant to the rules of civil procedure.
- All Petition forms are available on the Judicial Branch website. You must use the forms on the website: http://www.iowacourts.gov/Court_Rules_Forms/Name_Change_Forms/
- Service and consent forms are available on the District 5 site under "*Electronic Filing Information & Forms*" :
http://www.iowacourts.gov/About_the_Courts/District_Courts/District_Five/Electronic_Filing_Information_Forms/
- All other information and legal advice can be obtained from **Iowa Legal Aid** or from an attorney retained by you. Court staff cannot give legal advice. <http://www.iowalegalaid.org>

AFTER FILING THE PETITION

After 30 days has passed, you may contact District Court Administration at 286-3690 in Polk County to schedule a hearing for finalization of your name change decree. **For all other counties see the contact numbers below to schedule the decree hearing.** You will need to provide the court attendant/clerk

with your case number. **You must bring the original, certified copy of the birth certificate to the hearing.**

If the person was born in Iowa and you desire to have the new name reflected on the birth certificate, please mention this to the clerk when filing the decree and an Abstract for Legal Name Change will be given to you for your completion. A check or money order for **\$40.00** made payable to the Iowa Department of Public Health will be required. Cash cannot be accepted for this type of transaction.

When requesting a certified copy of the signed decree there is a **\$20.00** fee payable to the Clerk of Court.

If the birth certificate is to be changed but is in another state, you will need to contact Vital Statistics in the corresponding location for their requirements. Please do this before your hearing date so you can show the judge any requirements of that state.

If you have any questions or need to schedule a hearing please contact your county Clerk of Court:

<i>Adair County Clerk of Court</i>	<i>641-743-2445</i>
<i>Adams County Clerk of Court</i>	<i>641-322-4711</i>
<i>Clarke County Clerk of Court</i>	<i>641-342-6096 or 6097</i>
<i>Dallas County Clerk of Court</i>	<i>515-993-5816</i>
<i>Decatur County Clerk of Court</i>	<i>641-446-4331</i>
<i>Guthrie County Clerk of Court</i>	<i>641-747-3415</i>
<i>Jasper County Clerk of Court</i>	<i>641-792-3255</i>
<i>Lucas County Clerk of Court</i>	<i>641-744-4421</i>
<i>Madison County Clerk of Court</i>	<i>515-462-4451 or 4452</i>
<i>Marion County Clerk of Court</i>	<i>641-828-2207</i>
<i>Polk County Clerk of Court</i>	<i>515-286-3763(Clerk) 515-286-3690 (Court Administration)</i>
<i>Ringgold County Clerk of Court</i>	<i>641-464-3234</i>
<i>Taylor County Clerk of Court</i>	<i>712-523-2095</i>
<i>Union County Clerk of Court</i>	<i>641-782-7315</i>
<i>Warren County Clerk of Court</i>	<i>515-961-1037</i>
<i>Wayne County Clerk of Court</i>	<i>641-872-2264</i>